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Office Memorandum • UNITED STATES GOVERNMENT

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TO :

[Redacted]

DATE: 30 September 1960

FROM : Chief, Records Management Staff

SUBJECT: Records Management Staff Accomplishments During Period 1 April 1960
Through 30 September 1960 for the Hull Committee

1. The following items are listed in their order of significance.

- a. Conducted Agency-wide programs to promote greater records disposition effort, which brought about "do something" directives in all major operating offices, and a reduction of 8.4% in DD/I records holdings.
- b. Made major improvements in the Agency dispatch form and procedures which will streamline dispatch preparation and handling. The new procedures will eliminate the need for over a quarter of a million of authenticating and signing officers' signatures annually. In addition, these improvements will reduce material costs by \$6,000.
- c. The development of schedules in all elements of DD/P completed the vital materials program coverage for the entire Agency. Also improved procedures in the vital materials repository and reduced EAM equipment rental costs by \$7,000 a year.

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